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IN REPLY  
REFER TO AQOJ

MAY - 2 1997

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT  
DISTRICTS**

**SUBJECT: DCMC Memorandum No. 97-<sup>47</sup>, Supplementation of the DCMC One Book's  
Information Structure (POLICY)**

This is a POLICY memorandum. It expires when content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: All DCMC Employees.

This memorandum provides policy definitions for the DCMC One Book's information structure and addresses its supplementation.

DCMC Policy Memorandum 96-13, dated June 20, 1996, subj: Control of Official Correspondence, provided definitions for policy and information memoranda. The recent rewrite of the One Book created the need for a standardized approach to formal policy development. The following definitions were developed to support the new One Book information structure and provide a clear delineation between mandatory (policy guidance) and discretionary (information):

a. "Mandatory (policy guidance)" is Command direction, required to accomplish Executive and Legislative requirements, and is approved by the DCMC Commander. The mandatory policy guidance contained in the One Book is considered "must do, and must know" information for the workforce. Field supplementation of the One Book's mandatory policy guidance is prohibited.

b. "Discretionary (information)" is provided to support implementation of the mandatory policy guidance contained in the One Book and may be in many forms, approved at various levels, and is considered "should know, and may do" information for the workforce. Examples include guidebooks, handbooks, training materials, etc. Supplemental discretionary information may be developed and approved by the field. Best practices or lessons learned should be communicated to the DCMC Headquarters process owner. Consideration of a possible update to the One Book's mandatory policy guidance, based on relevancy of the advice to the entire Command, may be appropriate.

These definitions will continue to be used for future updates to the DCMC One Book.

My point of contact for the DCMC One Book is Ms. Carol Collins, DSN 427-2352 or (703) 767-2352. She may also be reached at Internet address: carol\_collins@hq.dla.mil.

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